




# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b> 14-136	<b>PAGE NUMBER</b> 1 of 2
		<b>SUBJECT:</b>  <b>PAROLE SERVICES: Payment of Transportation Costs as a Condition of Release</b>	
<b>Approved By:</b>   <b>Secretary of Corrections</b>		<b>Original Date Issued: 09-01-95</b>	
		<b>Current Amendment Effective: 04-21-97</b>	
		<b>Replaces Amendment Issued: 09-01-95</b>	
<b>Reissued By:</b>  <b>Policy &amp; Procedure Coordinator</b>		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. <b>Date Reissued: 05-26-11</b>	

## POLICY

When payment of transportation costs is ordered by the Kansas Parole Board as a condition of release, parole officers shall be responsible for the enforcement of the condition and for documentation of payments made by the offender.

## DEFINITIONS

Transportation costs: Reasonable and necessary expenses incurred by the Kansas Department of Corrections or other agency in the process of returning an offender to a KDOC facility from another State due to the violation of the conditions of release.

## PROCEDURES

### **I. REQUIREMENT FOR PAYMENT**

- A. The Kansas Parole Board (KPB) may impose a condition of release requiring payment of transportation costs incurred in returning an offender from another State to a KDOC facility as a parole violator.
- B. When requested by the KPB Administrator or designee, staff of the KDOC Division of Facilities Management shall determine costs incurred in providing transportation for the offender and shall indicate where payment shall be made.
  1. The KPB Administrator or designee shall be responsible for relaying the information to the assigned parole officer.

### **II. NOTIFICATION TO OFFENDER OF PAYMENT OF COSTS PROCESS**

- A. When payment of transportation costs is ordered as a condition of release by the KPB, the following procedures shall apply:
  1. Discuss the condition with the offender during the initial personal interview, per IMPP 14-104, and inform the offender in writing of the following:
    - a. The total amount owed;
    - b. That all payments are to be made by money order or bank draft. Payment shall be made to the recipient designated by the KPB Administrator or designee.

- c. That transportation costs may be paid in partial payments or payment in full.
- d. The remittance address.

### **III. DOCUMENTATION OF PAYMENTS**

- A. The supervising parole officer shall be responsible for documenting in the chronologals all payments made by the offender.

### **IV. INTERSTATE COMPACT NOTIFICATIONS**

- A. When an inmate is released from a KDOC facility to an interstate compact plan, and is ordered by the Kansas Parole Board to pay transportation costs, the Interstate Compact Administrator shall be responsible for providing the receiving State with the transportation cost amount and the payment location.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

### **REPORTS REQUIRED**

None.

### **REFERENCES**

K.S.A. 22-3717  
K.A.R. 45-16-3, 45-16-4  
IMPP 14-104

### **ATTACHMENTS**

None.